



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date November 17, 1975	1. Agency Address Department of Human Resources Division of Mental Health & Mental Retard. Agency-Wide 47 Trinity Avenue, S.W. Atlanta, Ga. 30334	Application Number 76-224	
Application Number DHR-16		Date Received JUN 24 1976	Date Completed JUL - 6 1976
2. Person to Contact Charles Braden		Working Title Director Support Services Unit	Telephone Number 656-4908
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1965	5. Records Series Title (followed by title used in office, if different) Patient Pre-Admission Screening/Not Admitted Files Agency-Wide		
Latest Present			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Mental Health & Mental Retardation administers the mental health, mental retardation and other developmental disabilities, drug abuse, alcoholism, and training and research programs. This Division is also concerned with community mental health, and the administration of the State mental hospitals, rehabilitation and retardation centers. Agency-Wide Application			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: documents relating to pre-admission screenings or interviews of potential patients in D.H.R. Institutions. Included but not limited to may be admission forms; "Voluntary Application for Treatment" Pre-Evaluation Information; Statements by referring physicians; Patient self-evaluations; Copies of letters of referral; Letters of rejection of application; and similar and related evaluation material used by Mental Health Institutions during the evaluation process. File is arranged: chronologically by year thereunder by applicant's name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>5</u> ; Seven to twelve months old <u>3</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>10</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ Statewide			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <i>Confidential Medical Record</i>
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? <i>Long term follow-up</i>
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. <i>Possibly continued in annual institution statistical reports.</i>
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <i>Possibly in internal institution reports.</i>
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <i>Material may be sent or coordinated through Community Resources.</i>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout? <i>Some institutions generate computerized listings identifying rejected applicant data.</i>

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>2</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

If applicant returns for reevaluation after a two year period, a new evaluation would be necessary.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Calendar or fiscal then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Please Note: When applicant's evaluation is sent to Community Resource Unit for long term follow-up and referral services, material transferred then falls under retention guidelines for Community Resource Unit.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Charles H. Braden</i>	<i>June 22, 76</i>	<i>William J. McDonald RMO</i>	<i>6-22-76</i>
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>[Signature]</i>	<i>7-1-76</i>
	Secretary of State/Designee	<i>Carroll Hart</i>	<i>6-30-76</i>
	Attorney General/Designee	<i>[Signature]</i>	<i>7-2-76</i>